



MINUTES

Workforce Connection

of Central New Mexico

Executive Committee

Thursday, December 6, 2007

7:30 am

MRCOG, 809 Copper NW - Board Room

Call to Order – 7:43 am – Bob Davey

Roll Call - by Patrick Newman

Present

Ken Carson

Bob Davey

Judy LeJeune

Rita Logan

Mary Lee Martin

John Sapien

Mike Swisher

Quorum Established

Excused

Mayor Patricia Chavez

Virginia Murphy

Carol Sanchez

Dave Tixier

Approval of Thursday, December 6, 2007 Agenda

Motion: Mike Swisher

Second: John Sapien

No Discussion

Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Executive Committee: September 13, 2007

Motion: Rita Logan

Second: Judy LeJeune

No Discussion

Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Executive Committee: November 1, 2007

Motion: Rita Logan

Second: Judy LeJeune

No Discussion

Action: Passed unanimously by voice vote

Tab 2: Monthly Expenditure Report for November 2007 - by Jan Borchardt

- Jan Borchardt, Finance Manager, explained the WIA monthly expenditure report for November 2007.
- The November 2007 report incorporates the most recent budget adjustment.

Questions and Comments Followed

FINAL ACTION ITEMS

There was one action item to discuss and vote on – The item was passed by voice vote.

Passed by voice vote

- Approval of WFCP-04-07, ITA Policy Request for Consideration

Tab 4: Approval of WFCP-04-07, ITA Policy Request for Consideration - Background and Introduction by Judy LeJeune

- Judy LeJeune presented the suggested modifications made to the Individual Training Account (ITA) Policy.
- The Workforce Connection of Central New Mexico (WCCNM) has followed an established ITA policy that followed the parameters set forth by the State, and direction regarding demand occupations given by the Board.
- Policy regarding the issuance of ITAs ensures that the investment made in training services best serves the employer, individuals, and the economy of Central New Mexico, through meeting employer needs, skill preparation, and contributing to the economic vitality.
- Due to reductions in funding allocations and carry-in funds, the WCCNM Training and Service Provider Committee met to review and discuss appropriate changes to the ITA policy.
- Robert Desiderio, WCCNM Legal Counsel, noted the State's policy that members may not vote on any interest that will benefit them and recommended that members who have an interest do not vote.
- Request for consideration, for the revised ITA policy is recommended from staff and the WCCNM Training and Service Provider Committee.

Questions and Comments Followed

Motion to approve request for consideration: Mike Swisher

Second: Ken Carson

Further Discussion

Action: Passed by voice vote

Rita Logan abstained from voting.

INFORMATION AND DISCUSSION ITEMS

Tab 5. Business and Career Center Status Update – by Patrick Newman

- Patrick Newman reported that a lease for the New Mexico Workforce Connection Business and Career Center (BCC) is in place for the building located on Mountain Road and Edith.
- The lease has been reviewed by the Department of Workforce Solutions' (DWS) Legal Counsel and is awaiting signature from Property Control.
- Construction and improvements to the BCC site cannot begin until all documents have been signed and a detailed construction plan has been approved by the General Services Department.
- Funding for renovations will come from 10% set-aside monies or through a request made by DWS to the Legislature.
- Lawrence Rael, Mid-Region Council of Governments Executive Director, noted that the building on Mountain Road and Edith is a state building and should be maintained by the state.
- Mr. Rael requested that we be supportive of DWS and their requests to the Legislature for additional funding for the BCC.
- Mr. Rael complimented Patrick Newman, Alex Martinez and staff for their progress.
- Mr. Newman reported that the Bernalillo BCC signage is complete and will be ready for installation on December 12, 2007.

Discussion and Comments Followed

Tab 6. Service Provider Updates – by Patrick Newman

- Mr. Newman suggested that each of the WIA providers present summaries and status updates of program information to the Board.
- Mr. Luis Duran of SER Jobs for Progress, Inc., presented the Adult/Dislocated Worker provider information.
- Mr. Duran reported that as of October 1, 2007, eleven extremely motivated staff have been hired and trained.
- Mr. Duran thanked the former WIA staff and DWS staff for their tremendous support.
- Ms. Concha Cordova of Youth Development, Inc. reported that all offices are fully staffed.
- There are a total of seven hundred and seventy-nine (779) caseload files, five hundred and fifty (550) of which are active, and two hundred and twenty-nine (229) in follow-up.
- The goal is to maintain a caseload in the 700's, with 55% in school and 45% out of school.
- YDI continues to do well with a consistent presence in rural areas.
- The Individual Training Account (ITA) budget for the youth program is about half-way expended; 48% funds of which have been geared toward the targeted industries.
- Members agreed that more WIA youth program dollars are needed to service the youth in the Central Region, possibly from the legislature or through aggressive systematic leveraging of other institutions.
- Mr. Davey recommended that the Youth Council create a plan to address future funding issues.
- Ms. LeJeune suggested that the Board sponsor a youth forum to build collaboration on common goals and common needs.

Discussion and Comments Followed

REPORTS

(Agenda moved to Business Services Success Stories.)

Business Services Success Stories

- Mr. David Berkey of TriCore Laboratories and, Marcia Stevenson and Sharon Tenclay of UNM Continuing Education presented the successful collaboration of the phlebotomy program with WIA funding.
- A phlebotomy program was created and provided the best training in the shortest amount of time.
- Instructors were chosen who were active in the health care field.
- The course schedule is now offered as a public program for students to gain training, qualifications and the practice needed to become successful.
- Thirteen (13) apprentices were enrolled, with eleven (11) successfully completing the program, graduating and were offered permanent positions at TriCore Laboratories.

Discussion Followed

(Agenda moved to back to Administrative Reports.)

Administrative Reports

- Mr. Newman recommended that the Building an Employer-Driven One-Stop System (BEDOSS) Committee begin working with business unit staff to identify procedures for the BCC Business Services Unit.
- Alan Richardson of SER Jobs for Progress, Inc. stated that he is looking forward to becoming involved with the BCC Business Services Unit and assisting in moving this unit to a new level.
- Mr. Richardson has had the opportunity to participate in the Business Services meetings and reported that the Central Region Business Consultants are in place.
- Mr. Richardson also provided information on marketing materials utilized and distributed by the Northern Region. He hopes to produce the same documents for the Central Region to showcase BCC services.
- Mr. Newman stated that the Northern Region's internal marketing-based tracking system will be also utilized by the Central Region and will be included in the WCCNM Performance and Monitoring Committee reports.
- Mr. Newman thanked the service providers and staff for the excellent job they are doing.
- Mr. Davey advised that the BEDOSS Committee devise a plan on its goals.

Questions and Discussion Followed

Committee Reports-

- **Youth Council**
 - None.
- **Performance and Monitoring**
 - None.
- **Training and Service Provider** – Judy LeJeune
 - The Training and Service Provider Committee met on November 26, 2007.
 - Ms. LeJeune thanked Martha Binford for her active participation and thanked staff for their hard work.
 - Goals established by the Training and Service Provider Committee were outlined to the Board.

Discussion Followed

PUBLIC COMMENT

Public Comments

- Ms. Robin Kennedy, President of New Horizons, noted her organization's initiatives and the importance of combining resources in New Mexico.

ADJOURNMENT

Adjournment – 9:45 am

Next Meeting-

Date: Thursday, January 3, 2008
Time: 7:30 am
Location: Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*